

# Application Procedures

The following steps outline the application procedures. Please read these carefully and adhere to all instructions to facilitate this process as quickly as possible:

- Step 1** Complete the application forms and send them to our office. Include the following:
- recent official transcripts (from the present school year)
  - 2 letters of reference from teachers telling of your achievement, attitude and attendance a recent photograph
  - a non-refundable registration fee of \$300CAD
  - all forms included in the registration package (must be read, signed, and dated)
- Step 2** If accepted into the International Student Program, you will be contacted by e-mail, fax, or phone. Send a certified cheque or bank draft for the **remainder of the fees.**
- Step 3** Students under the age of 18 will require a Custodial Agreement from the host family. This will be sent once the host family has been matched to the student.
- Step 4** You will receive a Letter of Acceptance once payment is received in full. Take this letter, a Custodial Declaration and a completed student authorization application to the Canadian Embassy, High Commission, or Canadian Education Center nearest to your home. Follow the instructions carefully and include all documents requested by Canadian Immigration. Visitor visas are also required for students coming from some countries to Canada. Please check this requirement with your local Canadian Immigration office or the CIC website.
- Step 5** Inform the International Student Advisor by e- mail or fax as soon as your student visa is received.
- Step 6** Make travel arrangements and inform us of the flight number, carrier, and the exact time and date of your arrival. We you recommend you arrive no earlier than **2-3 days prior to the first day of school.** Departure must be prior to the date your visa expires. Host family obligations are to the end of either January 31<sup>st</sup> (for students staying 1 semester) or June 30<sup>th</sup> for full year students. See the school website for detailed information regarding the school calendar. Your host family or International Student Program staff will meet you at the Edmonton International Airport. E-mail the International Student Advisor to confirm airport pick-up.
- Step 7** After your arrival in St. Albert, you will meet with the International Student Advisor at school to determine your academic program at PKHS and receive a timetable, locker and textbooks.